

NASA – GODDARD SPACE FLIGHT CENTER
Greenbelt, Maryland 20771

EMPLOYMENT AND REPORTING INFORMATION

NAME:

DATE:

POSITION:

GRADE AND SALARY:

ORGANIZATION/CODE:

DUTY STATION:

TYPE OF APPOINTMENT:

REPORTING INFORMATION

DATE: _____ TIME: _____ PLACE: _____

If you have any questions, please call: _____

The items marked below apply to your employment. ALL REQUIRED DOCUMENTATION MUST BE PRESENTED THE DAY YOU ENTER ON DUTY OR BEFORE.

- ☐ Completion of education or degree requirements. The day you report to duty you **must** bring with you documentation to substantiate that you have successfully completed all requirements for:
- High School Diploma ☐
 - Associate Degree ☐
 - Batchelor's Degree ☐
 - Master's Degree ☐
 - Doctorate Degree ☐
- ☐ This documentation should consist of an original diploma, a properly authenticated transcript, or a properly authenticated letter from the dean or registrar (to be followed by properly authenticated transcript).
- ☐ Official transcript of courses. Your official transcript(s) will also satisfy the above requirement.
- ☐ Proof of employment eligibility. Please bring all documents to satisfy this requirement when you report to duty (Form I-9 enclosed).
- ☐ Proof of honorable discharge. Please bring all original military documents (i.e. DD-214) with you.
- ☐ Completion of one year probationary period.
- ☐ Reimbursement for relocation expenses is authorized.
- ☐ Please bring your Social Security Card.
- ☐ Your appointment is contingent upon registration with Selective Service, if required.
- ☐ If currently a Federal employee and enrolled in a Health Benefits Plan, you should obtain a copy of "Change of Enrollment Status" (SF-2810) from your present personnel office and bring it with you.